

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 24, 2018
4:30 P.M. - BOARD ROOM
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:30 p.m.

Presiding Officer:	Linda Baker, Vice-President
Board Members Present:	Lynn Wilson, Treasurer; Dale Moss, Secretary; Steve Palmquist; Margaret Shea
Board Members Absent:	Kofi Darku, President; Mark Munzer
Staff Members present:	Libby Pollard, Barbara Gillenwater, Lori Morgan, Becky Kelien
Guests:	Hal Kovert and Amanda Hunsucker, Kovert-Hawkins
Public Comments:	None

Our guests were welcomed and introduced.

OLD BUSINESS

Award bid for Jeffersonville project

We received two bids for the Jeffersonville project yesterday. The bids were from EH Construction and DK Constructors. Kovert has worked on one project with EH Construction. He has not worked with DK Constructors, but they have provided references. Later, the DK representative called Kovert and asked to withdraw his bid due to some mistakes he made in his calculations. The bid from EH Construction is over our budget. Work is readily available so contractors are being selective about the projects they choose to work or bid on.

Kovert talked to the president of DK Constructors and was told that if we request bids again, he would rebid and his bid would still be competitive. Kovert recommends that the Board reject all the bids. He and Pollard think that they should look at different strategies. He has talked to local subcontractors and asked them to help us out and submit bids. The only mechanical bid was from a firm in Columbus, Indiana. We are out of their area. Kovert needs more time to determine the best plan of action and may break it down to smaller bids. State statute says that if the project is under \$350,000, the bidders are not required to have a bond.

Shea moved:	To reject all current bids for the Jeffersonville Renovation project.
Seconded by:	Palmquist
Motion:	Approved

Wilson moved:	To ask Kovert to reconfigure the process and decide which approach is the best and come back to the Board with a recommendation.
Seconded by:	Moss
Motion:	Approved

The Board asked if information could be shared by email before the next meeting. Pollard said that information can be shared, but nothing can be voted on.

Construction Update - Clarksville

Koetter has started demolition at the Clarksville Branch. The kitchen and patron lounge have been gutted. They will start on the foundation this week. Weather permitting, in a couple of weeks they will start with the steel. Meetings in the meeting room have been scheduled through the end of the month. After that the meeting room will be used as a staging area. Pollard met with Koetter Construction last week and talked about scheduling. All of the shelves will need to be taken out in order to install new carpet. Later this summer, either August or September, the addition should be complete. Wilson announced about the addition and renovation at the Clarksville School Board meeting and everyone was excited about these changes. There has been no negative feedback about the closing. [Kovert and Hunsucker left at 4:46 p.m.]

CONSENT AGENDA

It was requested that the Financial Report be taken off the Consent Agenda.

Approval of March 20, 2018 Board of Trustees Minutes

Approval of claims through March 31, 2018

Claims #138 – 199 from Chase Bank for a total of \$209,637.26

Library Publicity

Wilson moved: That the items on the consent agenda, other than the financial report, be approved as presented.
Seconded by: Palmquist
Motion: Approved

Financial Report

Shea commented that we are three months in the year and the financial report states that we have spent 79% of the Operating Fund. Gillenwater reported that when the software company updated the program, they changed the report to show the percentage left, not the percentage spent. Shea and Palmquist requested that Gillenwater call the software company and see if there is a way to change the percentages on the report.

Donations / Receipts

Duplicator Sales & Service	\$390.63	Copier Commission
Clark County Auditor	\$55,522.25	2018 LIT-CS Monthly Distribution

Shea moved: That the financial report be approved as presented.
Seconded by: Palmquist
Motion: Approved

Transfer between appropriations - Construction Fund

An invoice is included in the check register for rental for the PODS storage container. A transfer needs to be approved in the Construction Fund budget.

Amount	From	To
\$1,200	442 Buildings	437.2 Rentals

Palmquist moved: That the transfer of appropriations in the Construction Fund be made as presented.
Seconded by: Shea
Motion: Approved

Additional Invoices for Payment

An invoice from Koetter Construction arrived after the financial report had been completed for the month. A check needs to be written to Koetter Construction in the amount of \$47,238.75 and another check to the Retainage Escrow Account in the amount of \$2,486.25. These payments will appear on next month's financial report.

Wilson moved: That a payment be made to Koetter Construction in the amount of \$47,238.75, and a payment to the Retainage Escrow Account in the amount of \$2,486.25.
Seconded by: Moss
Motion: Approved

Kovert has verified that this invoice is correct. The Board asked if they are getting lien waivers. It was explained that this is not necessary since we are not getting money from a bank.

Clarksville Branch Report

Branch Manager Kelien reported that last week was the first week the Branch was closed on Monday, Tuesday and Wednesday. There were no items due on those days. They were busy on Thursday. She did not hear any complaints. The staff is emptying the book drop every morning. The Triangle Drive book drop has been moved to the Eastern Boulevard side. They planned to pour concrete today, but couldn't. A part-time employee, Justine Cassel, is taking leave until the project is done. The other staff are working most of their regular hours. One full-time staff member is working in Technical Services and another is working in Youth Services on the closed days. Everything seems to be going well.

STAFF ASSOCIATION REPORT

- Laura Conner turned in a letter of retirement, effective immediately.
- Staff members have been working on Summer Reading.
- We will be participating in a Cultural Pass program this summer. There are 45 different sites you can visit. When a patron, age 0 – 21, goes to five of them, their name goes into a drawing.
- We are using Beanstack for online registration for the Cultural Pass and for summer reading. Staff will be trained soon.

OLD BUSINESS, continued

Board Bylaws

Last month copies of the bylaws were distributed to the Board. The Board asked what the changes are from the previous bylaws.

- Section 4.3.2 regarding vacancies will remain the same. If a trustee is absent for six consecutive months a vacancy will occur, unless it is caused by illness.
- Section 4.6.1 talks about conflicts of interest. This is not a change.
- Section 7.1 talks about nepotism. The State Library is adamant about including this in the bylaws.
- Section 8.3 explains the election of officers through a rotation procedure.
- Section 9.2.2 states the Bylaw committee consists of the Vice President and the Secretary.

- Section 9.2.3 states that each committee shall generally consist of three members. The Bylaw committee needs an additional member. The third member can be the president as an ex-officio member. There would be only two voting members in that case.
- Section 10.1.1 includes the meeting time change. The Board used to meet the fourth Tuesday at 4:00 p.m.
- Section 10.3 states that it is the President's responsibility to call a committee meeting if needed.

It was suggested that the Board vote each year at the annual meeting on who is on the standing Bylaw committee.

Palmquist moved: That the Bylaws be adopted as amended.
 Seconded by: Wilson
 Motion: Approved

The date at the top of the Bylaws will be changed to show the new adoption date of April 24, 2018.

Security Update

K4 Security started about two weeks ago. Scott McVoy sends out a weekly schedule by email. Pollard has met most of the officers. They are very professional and most of the problems have disappeared. It only took a couple of days, since someone is here all the time. We had an incident in which a patron struck a security guard last Friday. The officer restrained him and he was arrested by on duty police. Morgan reported that she could tell a difference on the second day of security. The security guards are also patrolling the parking lots.

Library Provided Cell Phones

One staff member is using a library provided cell phone. This has been the arrangement since before Pollard started working at the Library. We have been paying his cell phone bill and providing him with a new phone every few years. It is a taxable benefit. This has bothered Pollard since she calls other staff on their personal phones; she decided the library should stop providing a cell phone. She does not want to hurt him financially and has calculated how much the phone costs each year and would like that added to his salary. He does a good job. When he gets his salary increase next year it will be on the new salary. Bohannon's salary is currently \$54,537.73. Pollard is proposing that his salary be changed to \$55,792.10. It is an increase of about \$1,200.

Other staff members also use their phone for library business, and are not given an allowance. The Board stated that the problem started before any of them were on the Board. They felt that since there is no contract in regards to this and due to the high cost, they felt Bohannon should be put on notice that we are going to stop paying for the phone. The phone belongs to him and he can keep it. The library will stop paying the phone bill as of December 31, 2018. Bohannon will need to be advised that we have to report this as taxable income.

Palmquist moved: That the Library will no longer pay for Bohannon's cell phone as of December 31, 2018 and the Library will report it as taxable income.
 Seconded by: Shea
 Motion: Approved

NEW BUSINESS

LIRF to TrustIndiana

Pollard would like to take the money in Library Improvement Reserve Fund (LIRF) and invest it in TrustINDiana. The LIRF balance is currently \$68,988.26. It would be invested in the same way as the Rainy Day money. The funds in LIRF are used for improvements, but they have to be budgeted in advance. The budget process is in July. Pollard has mentioned to Kovert that we have Rainy Day funds appropriated for this year. We can use that for the project, if needed. In addition to earning more interest, another benefit of TrustINDiana is that we don't have to worry about the bank account going dormant and being charged a dormant fund fee.

Shea moved: That the funds in the Library Improvement Reserve Fund be invested in TrustINDiana.

Seconded by: Palmquist

Motion: Approved

Exhibits Policy

There are a lot of examples of Art Exhibit Policies on the web. Pollard used these as a basis to develop our policy. The first section talks about the value of art exhibits. The third paragraph states that the exhibit will be viewed by people of all ages and religious backgrounds. The viewing is not self-selected like in a museum or an art gallery. The exhibit is located in the hallway leading to Youth Services. We need restrictions on displays. The policy states how to make requests. The Library has the right to limit the size, the number of items, and the schedule of the exhibit. We have the right to limit exhibits that display nudity and acts of violence. If problems arise, they are required to remove the exhibit immediately.

The person interested in having a display should make an appointment to meet with the Library Director. The Library Director will view photos or slides of the artwork or display to determine their appropriateness. The people who put their work on display are responsible for creating the display. We will not store artwork. Insurance is the responsibility of the displayer. The Library is not responsible for any damage. The maximum length of the display is 90 days. There will be no tape or other type of adhesive on the walls. The artist must complete the form on the last page of the policy.

The Board had some comments on the policy. The topic of insurance is on both page two and three. The part about the liability for safety is good to keep in. We should use the best of both sections. If the art is for sale, they can leave a price list. The Library is not responsible for handling money. Any items sold must remain on display. There are no fees charged and they can't request donations. It was suggested to add that they have to make an appointment to meet with the Director on the agreement page. We should also put on the agreement page that the space is adjacent to the Youth Services area. There are spaces which can be used for exhibits other than the hallway. We display art on the main floor in the display cases and also at the Branch. The policy needs to be changed to state any Library space. Pollard will add the date approved by the Board at the top of the policy.

A reception for our new exhibit will take place on Thursday from 5:30 p.m. to 7:30 p.m. The Friends of the Library are holding a Member only book sale on the same evening.

DIRECTOR'S REPORT

No additional report was given.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, May 15, 2018 at 4:30 p.m. As there was no further business, the meeting adjourned at 5:44 p.m.